



APPLICATION FOR RENEWAL OF A MASTER EDUCATOR LICENSE

(Note: You may not renew your license earlier
than one year from its expiration date.)

Board of Educational Examiners
Use Only

INSTRUCTIONS: (Please allow four weeks for processing. Incomplete applications may be returned.)

Revised 5/08

Renewal Requirements

Four credits every five years, completed during the term of the license (after issue date and before expiration date), are required to renew a Master Educator License. Complete this form and include official transcripts of credits earned.

Acceptable renewal credits include any combination of the following list, but have to be taken within the term of the license:

1. Credit(s) completed from a regionally accredited institution, which may not lead to a degree but which add greater depth/breadth to present endorsement held.
2. Credit(s) completed from a regionally accredited institution, which lead toward the completion of a planned master's, specialist's, or doctor's degree program in an endorsement area.
3. Credit(s) completed from a regionally accredited institution, which may not lead to completion of requirements for an endorsement not currently held.
4. Credit(s) completed through Iowa licensure renewal courses or activities approved through guidelines established by the Iowa Board of Educational Examiners. In other words, AEA licensure renewal or approved LEA licensure renewal courses. Credit taken must add greater depth/breadth to present endorsement held.

NOTE: Four credits may be earned for achievement of the National Board for Professional Teaching Standards Certification. Please send a copy of the certificate to the Board of Educational Examiners.

Application Requirements

1. Attach official/original college/university transcripts of credit, or AEA transcripts showing four credits.
2. Include a copy of the certificate verifying completion of the **child and dependent abuse mandatory reporter training** if you are currently serving in an Iowa School system **or** if you have an Iowa address. The mandatory reporter training is waived if you do not have an Iowa address **and** you are not serving in an Iowa school.
3. The application packet must include a completed application, official transcripts, \$85.00 nonrefundable application fee, child and dependent adult abuse reporter verification, and applicable late fees.
4. Send all materials and check or money order (made payable to the Board of Educational Examiners) to the **Board of Educational Examiners, Licensure, Grimes State Office Building, 400 E. 14th St., Des Moines, IA 50319-0147.**
5. **LATE RENEWAL FEE.** An additional fee of \$25.00 per calendar month, not to exceed \$150.00, shall be imposed if a renewal application is submitted after the date of expiration. The board will waive the late fee for the following: (a) not currently practicing as an educator in Iowa, (b) obtaining a Substitute License.
6. The only coursework acceptable for renewal from a non-Iowa institution is coursework that has been completed for undergraduate or graduate credit. Please be aware that some institutions may indicate that the course work is graduate level course work but graduate credit is not provided. Professional development units are provided instead. Professional development units and staff development credits completed at a non-Iowa institution are **not** acceptable. Continuing education units (C.E.U.s) are not acceptable for renewal.
7. If a license is not renewed before the date of expiration, the semester hours of credit presented for its renewal must have been completed within the five-year period immediately preceding the date of application for renewal.
8. Each applicant renewing a Standard or Master Educator License must complete an approved program in human relations unless previously completed.

RENEWAL OF MASTER EDUCATOR LICENSE

Form #1

Name changes require a photocopy of official legal documentation.

Applicant's Folder #	Social Security #	Date of Birth Month Day Year	<input type="checkbox"/> Male <input type="checkbox"/> Female
Last Name	First Name	Middle Name	Maiden Name
Address	City	State	Zip Code
Home Phone ()	Work Phone ()	Email Address	

Have you taken the Child and Dependent Adult Abuse Course? Yes ☐ No ☐

Institution	Course Title of Those Courses Taken to Renew This License	Course Number	# of Credits Granted	Date Completed MM/YYYY

Background Information:

For any "Yes" response, attach a written explanation on 8 1/2" x 11" paper. Be sure to include the date of the violation. DO NOT explain on this application form. *If you have reported a "Yes" response on a previous application, check "PR" (previously reported) instead of "Yes" on this application, if no further conviction(s) has occurred.

- a. Yes ☐ No ☐ PR ☐ Have you ever been convicted of a felony?
- b. Yes ☐ No ☐ PR ☐ Have you ever been convicted of a crime other than parking or speeding violations?
(NOTE: Include all deferred judgments.)
- c. Yes ☐ No ☐ Do you currently have any criminal charges pending against you?
- d. Yes ☐ No ☐ PR ☐ Have you ever had a founded report of child abuse made against you?
- e. Yes ☐ No ☐ PR ☐ Have you ever had an educational license revoked or suspended?
- f. Yes ☐ No ☐ Are you a United States citizen? If you answered "No," check if you are:
☐ a qualified alien (as defined in 8 U.S.C.A. § 1641). If so, please provide appropriate documentation.
☐ an alien who is paroled into the United States under 8 U.S.C.A. § 1182(d)(5) for less than one year. If so, please provide appropriate documentation.
☐ a foreign national not physically present in the United States.
☐ other – Please provide a detailed explanation on a separate 8 ½ x 11 sheet of paper

Statement of Fraud:

An application will be considered fraudulent, and may be denied, if it contains any false representation or omission of material fact, or if false records are submitted in support of the application.

I certify under penalty of perjury and pursuant to the laws of the state of Iowa that the preceding information is true and correct.

Signature of Applicant

Date